



## Reference 01—Resource Center, References, Reading List

### CoSA Resource Center

Locating information and guidance specific to your state or territory

The following table lists topics for which we expect to use the Council of State Archivists (CoSA) Resource Center to locate documents and information that apply specifically to your state or territory. We have provided space in which you can make notes and/or record URLs so you'll be able to find these items easily when you need them again. The URL to the Resource Center's home page is: <http://www.statearchivists.org/resource-center>

*Table 1: State-Specific Information*

TOPIC		NOTES
1	Main page for my state or territory in the CoSA Resource Center	
2	Archives and records management program(s) for my state or territory	
3	Definitions of essential records in statutes and regulations	
4	Records retention and disposition schedules applicable to my agency	
5	Laws and regulations addressing emergency management and records management	
6	Resources on identifying risks that are relevant to my state	
7	Records storage services for state and local governments in my jurisdiction and my state's specific storage regulations that apply to essential records	
8	Regulations or guidelines re: the protection of records, e.g., backup requirements, media and environmental standards, offsite storage providers	
9	Continuity of Operations (COOP) Plan that applies to my state or jurisdiction and/or COOP Plan examples and templates	



## References

Sources upon which the course content is based

*Table 2: Course References—Federal Agencies, Part 1*

REFERENCES— FEDERAL AGENCIES	<p><b>Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS)</b></p> <p><b>Comprehensive Preparedness Guide 101 (CPG 101): Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans</b> (March 2009) <a href="http://www.fema.gov/about/divisions/cpg.shtm">http://www.fema.gov/about/divisions/cpg.shtm</a></p> <p><b>Continuity Assistance Tool (CAT)</b> (July 2009). <a href="http://www.fema.gov/pdf/about/org/ncp/cat.pdf">http://www.fema.gov/pdf/about/org/ncp/cat.pdf</a></p> <p><b>Continuity Guidance Circular 1 (CGC 1): Continuity Guidance for Non-Federal Entities</b> (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations) (January 21, 2009). <a href="http://www.fema.gov/about/org/ncp/coop/planning.shtm#6">http://www.fema.gov/about/org/ncp/coop/planning.shtm#6</a></p> <p><b>Continuity of Operations</b> (brochure). <a href="http://www.fema.gov/pdf/about/org/ncp/coop_brochure.pdf">http://www.fema.gov/pdf/about/org/ncp/coop_brochure.pdf</a></p> <p><b>Continuity Plan Template and Instructions for Non-Federal Entities</b> (February 25, 2011) <a href="http://www.fema.gov/pdf/about/org/ncp/coop/continuity_plan_non_federal.pdf">http://www.fema.gov/pdf/about/org/ncp/coop/continuity_plan_non_federal.pdf</a></p> <p><b>COOP Template for Transportation Agencies.</b> <a href="http://www.onlinepubs.trb.org/Onlinepubs/crp/COOPPlanTemplate.doc">http://www.onlinepubs.trb.org/Onlinepubs/crp/COOPPlanTemplate.doc</a></p> <p><b>Federal Continuity Directive 1 (FCD 1): Federal Executive Branch National Continuity Program and Requirements</b> (February 2008). <a href="http://www.fema.gov/about/org/ncp/coop/planning.shtm#4">http://www.fema.gov/about/org/ncp/coop/planning.shtm#4</a></p> <p><b>Federal Continuity Directive 2 (FCD 2): Federal Executive Branch Mission Essential Function and Primary Mission Essential Function Identification and Submission Process</b> (February 2008). <a href="http://www.fema.gov/about/org/ncp/coop/planning.shtm#5">http://www.fema.gov/about/org/ncp/coop/planning.shtm#5</a></p> <p><b>FEMA Acronyms, Abbreviations, and Terms</b> <a href="http://www.fema.gov/plan/prepare/faat.shtm">http://www.fema.gov/plan/prepare/faat.shtm</a></p> <p><b>National Incident Management System (NIMS)</b> (December 2008). <a href="http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf">http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf</a></p> <p><b>National Incident Management System (NIMS) Resource Center.</b> <a href="http://www.fema.gov/emergency/nims">http://www.fema.gov/emergency/nims</a></p>
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*Table 3: Course References—Federal Agencies, Part 2*

REFERENCES— FEDERAL AGENCIES (CONT'D.)	<p><b>Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS)</b></p> <p><b>National Continuity Policy Implementation Plan (NCPIP)</b> (August 2007). <a href="http://www.fema.gov/about/org/ncp/coop/planning.shtm#2">http://www.fema.gov/about/org/ncp/coop/planning.shtm#2</a></p> <p><b>Vital Records Awareness</b> (brochure). <a href="http://statearchivists.org/prepare/Vital%20Records%20Awareness%20Brochure.pdf">http://statearchivists.org/prepare/Vital%20Records%20Awareness%20Brochure.pdf</a></p> <p><b>National Archives and Records Administration</b></p> <p><b>Training courses:</b></p> <p>The IPER <i>Essential Records Webinar</i> course is based on a course originally developed by the National Archives and Records Administration (NARA) for federal employees. NARA continues to offer this course both in-person and via webinar settings. See <a href="http://www.archives.gov/records-mgmt/training">http://www.archives.gov/records-mgmt/training</a> for information about all NARA training courses, including those on essential records.</p> <p><b>National Institute of Standards and Technology (NIST)</b></p> <p><b>Contingency Planning Guide for Federal Information Systems. SP 800-34</b> Rev. 1 (May 2010). <a href="http://www.nist.gov/manuscript-publication-search.cfm?pub_id=905266">http://www.nist.gov/manuscript-publication-search.cfm?pub_id=905266</a></p>
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*Table 4: Course References—State Agencies*

REFERENCES— STATE AGENCIES	<p><b>Washington State Archives</b></p> <p><b>Essential Records and Disaster Preparedness Manual</b>, Appendix B, City of West Ballard Essential Records Schedule, pages 4–8. <a href="http://www.secstate.wa.gov/Archives/erdpm.aspx">http://www.secstate.wa.gov/Archives/erdpm.aspx</a></p>
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*Table 5: Course References—Other Organizations*

REFERENCES— OTHER ORGANIZATIONS	<p><b>ARMA International</b></p> <p><b>Emergency Management for Records and Information Management Programs</b>, 2<sup>nd</sup> edition.. Virginia A. Jones, Darlene Barber, ARMA International, Prairie Village, Kansas, 2011.</p> <p><b>Vital Records Programs: Identifying, Managing and Recovering Business-Critical Records</b>. ANSI/ARMA 5-2010. Approved as an American National Standards Institute (ANSI) standard, August 17, 2010. <a href="http://www.arma.org/standards/VitalRecords.cfm">http://www.arma.org/standards/VitalRecords.cfm</a> <a href="http://www.arma.org/standards/VitalRecords.cfm">http://www.arma.org/standards/VitalRecords.cfm</a></p>
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## Reading List

Suggested readings to learn more about essential records and emergency preparedness

*Table 6: Reading List—Regulations and Guidelines*

READING LIST— REGULATIONS AND GUIDELINES	<p><b>American National Standards Institute (ANSI)/ARMA International</b></p> <p><b>Vital Records Programs: Identifying, Managing and Recovering Business-Critical Records.</b> ANSI/ARMA 5-2010. Approved as an American National Standards Institute (ANSI) standard, August 17, 2010. <a href="http://www.arma.org/standards/VitalRecords.cfm">http://www.arma.org/standards/VitalRecords.cfm</a></p> <p><b>Department of Homeland Security (DHS)/ Federal Emergency Management Agency (FEMA)</b></p> <p>See listings under “References—Federal Agencies” above</p>
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*Table 7: Reading List—Books*

READING LIST— BOOKS	<p><b>Emergency Management for Records and Information Management Programs,</b> 2<sup>nd</sup> edition. Virginia A. Jones, Darlene Barber, ARMA International, Prairie Village, Kansas, 2011.</p> <p><b>Emergency Management Principles and Practice for Local Government,</b> 2nd edition. International City Management Association (2007).</p>
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*Table 8: Reading List—Reports and Brochures*

READING LIST— REPORTS AND BROCHURES	<p><b>Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers.</b> Edited by Michele F. Pacifico and Thomas P. Wilsted. Society of American Archivists (2009).</p> <p><b>IT Disaster Recovery and Business Continuity Tool-kit: Planning for the Next Disaster.</b> National Association of State Chief Information Officers (June 2007). <a href="http://www.nascio.org/publications/documents/NASCIO-DRToolKit.pdf">http://www.nascio.org/publications/documents/NASCIO-DRToolKit.pdf</a></p> <p><b>IT Security Awareness and Training: Changing the Culture of State Government.</b> National Association of State Chief Information Officers (August 2007). <a href="http://www.nascio.org/publications/documents/NASCIO-ITSecurityAwarenessAndTraining.pdf">http://www.nascio.org/publications/documents/NASCIO-ITSecurityAwarenessAndTraining.pdf</a></p> <p><b>Risk Management Guide for Information Technology Systems: Recommendations of the National Institute of Standards and Technology.</b> Gary Stoneburner, Alice Goguen, and Alexis Feringa. NIST Special Publication 800-30 (July 2002).</p> <p><b>Protecting Essential Records from Disasters.</b> Lisa Johnston and David Carmicheal. National League of Cities, Municipal Action Guide (March 2009). <a href="http://www.statearchivists.org/prepare/resources/readings/">http://www.statearchivists.org/prepare/resources/readings/</a></p> <p><b>What Are Vital Records?</b> (pamphlet). ARMA International, 2006.</p>
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*Table 9: Reading List—Articles*

READING LIST— ARTICLES	<p><b>“Aftermath: Rescuing Essential Records After a Disaster.”</b> David W. Carmicheal and Christine Wiseman. <i>Public Management Magazine</i> (March 2009). <a href="http://www.tinyurl.com/lflm7l">http://www.tinyurl.com/lflm7l</a></p> <p><b>“Dealing with Disaster.”</b> Nikki Swartz. <i>The Information Management Journal</i> (July/August 2006): 28–34.</p> <p><b>“Disasters Come in All Sizes.”</b> Rosalie Stremple and Michael F. Martone. <i>InfoPro</i> (March 2000): 29–35.</p> <p><b>“Essential Records Could Mean Life or Death for First Responders.”</b> David W. Carmicheal. <i>Government Technology Magazine</i> online (June 1, 2009). <a href="http://www.digitalcommunities.com/articles/Essential-Records-Could-Mean-Life-or.html">http://www.digitalcommunities.com/articles/Essential-Records-Could-Mean-Life-or.html</a></p> <p><b>“How to Develop an Emergency Management Plan.”</b> Virginia A. Jones, Kris E. Keyes. <i>The Information Management Journal</i> (March/April 2008): 52–56.</p> <p><b>“Intelligent Data Protection in Today’s Enterprise.”</b> George Symons. <i>Continuity Central</i> (September 14, 2006). <a href="http://www.continuitycentral.com/feature0392.htm">http://www.continuitycentral.com/feature0392.htm</a></p> <p><b>“Keep On Keeping On: The Basics of Business Continuity.”</b> John Harney. <i>AIIM E-Doc Magazine</i> (March/April 2005): 28–31.</p> <p><b>“The Pillars of Vital Records Protection.”</b> Alan A. Andolsen. <i>The Information Management Journal</i> (March/April 2008): 28–32.</p> <p><b>“Risk Analysis and Control: Vital to Records Protection.”</b> William Saffady, <i>The Information Management Journal</i> (September/October 2005): 62–68.</p> <p><b>“Taking Charge: Disaster Fallout Reinforces RIM’s Importance.”</b> Bruce W. Dearstyne. <i>The Information Management Journal</i> (July/August 2006): 37–43.</p> <p><b>“The Pillars of Vital Records Protection.”</b> <i>The Information Management Journal</i> (March/April 2008), op. cit.</p> <p><b>“Trial by Tornado.”</b> Willie M. Jones. <i>InfoPro</i> (March 2000): 37–39.</p>
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*Table 10: Reading List—Videos*

READING LIST— VIDEOS	<p><b>At Risk! Securing Government in a Digital World.</b> National Association of State Chief Information Officers (January 2008). <a href="http://www.nascio.org/committees/security/AT-RISK-Video.cfm">http://www.nascio.org/committees/security/AT-RISK-Video.cfm</a></p> <p><b>Government at Risk: Protecting Your IT Infrastructure.</b> National Association of State Chief Information Officers (March 2007). <a href="http://www.nascio.org/committees/disasterRecovery/drVideo.cfm">http://www.nascio.org/committees/disasterRecovery/drVideo.cfm</a></p>
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